

APPENDIX 5

SAMPLE OUTLINE: PERSONNEL POLICY

1. General Statement: Summarizes the general principles of the personnel policy. For example, it states the authority of the personnel manager to administer the policy, gives ultimate authority to the executive director, states employees' rights to join a union and states that there will be no discrimination.
2. Amendment of Policies: Explains procedures for changing personnel policies.
3. Classification/Job Descriptions: States that the personnel manager will keep job descriptions and add to them or amend them as necessary. These descriptions include duties and qualifications of each position. This section also describes procedures for changing an employee's responsibilities.
4. Compensation: Explains the pay plan, including pay range and increases, probationary compensation, merit compensation, promotion pay, overtime pay, holiday pay, standby pay, etc.
5. Employment: Describes policies for hiring and promotion, such as nondiscrimination, recruitment, application, preferences, transfers, nepotism, demotions, full and part-time employment, etc. It also describes the conditions of employment, such as hours of work, flex time, holidays, sick leave, vacation time, work attire, health and safety, etc. It should also include an explanation of Indian preference in employment and training, in accordance with 24 CFR 950.175.
6. Discipline: Explains causes for disciplinary action and provides examples of misconduct. Also outlines disciplinary actions such as probation, suspension, demotion, dismissal, etc. Outlines employees' grievance procedure.
7. Harassment: Defines practices related to harassment and complaint procedures.
8. Workplace Issues: Addresses issues, which might include smoking policy or workplace safety issues, for example.

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